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26 APR 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Director of Information Services

SUBJECT: OIS Weekly Report (18-24 April 1984)

## A. PROGRESS ON ACTION ITEMS

Representatives of the Records Management Division (RMD) met with representatives of the Printing and Photography Division (P&PD) and briefed them on the status of the Ames Building Information Services Center (ISC) as well as the plans for ISCs in the new Headquarters Building. There was also a general discussion on the need for continued cooperation and coordination between OIS and P&PD during our planning sessions with the New Building Project Office. P&PD promised their continued support in developing plans for centers in the new building.

## B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Chief, RMD, and DD/OIS participated in a meeting of the Executive Information Systems Working Group of the Information Systems Board. DD/OIS briefed the Working Group on a visit made by certain Group members to select California business organizations to view new computer technology and management information systems. The Group's final report to the Board is expected to be completed by the end of July.

2. Chief of the Agency Archives & Records Center (AARC), and other representatives from AARC, visited James Trew, Director, Environmental Resources Office, Library of Congress. The purpose of the visit was to evaluate the Library's shelving--installed a few years ago--in hopes of reducing costs involved in a hard unfunded 1984 funds requirement for movable shelving at AARC. The Library's shelving, installed by RHC Spacemaster, reportedly did not require the installation of special tracks and was less expensive than the shelving installed at AARC. We learned that the shelving did require tracks and that the shelving was of poorer quality construction than the shelving used at AARC. Moreover,

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C O N F I D E N T I A L

25X1 Mr. Trew could not recommend the vendor, because he continually gave priority to commercial customers, causing delay in installation at the Library of Congress.

3. Representatives from RMD were briefed by a representative from the Data Base Management Branch, Accounts Division, Office of Finance (OF), on the General Accounting System (GAS). GAS is used for all Agency financial transactions and RMD needed to understand the system in order to prepare a draft item for the OF ADP records control schedule. In addition, the OF Records Management Officer has arranged for RMD representatives to meet with the Assistant Director of Policy and Planning, OF, to discuss the slow response from OF personnel to questionnaires asking for basic information on each OF ADP system. The information collected on the questionnaires will serve as a starting point for scheduling ADP records.

4. The OIS/ADP Control Officer worked with the Information Privacy Division (IPD) in resolving a major error that occurred in its IPS HIST data base. Through careful research and close cooperation with IPD, she was able to identify the magnitude of the problem and the records affected, and a global change was made that restored the original grant codes. Prompt action precluded reconstructing the data base and prevented the reporting of inaccurate statistics on production.

5. A representative of RMD visited the Office of Finance registry on 23 April to assist in standardizing the input of data into CARS, their Automated Registry System. The purpose of the standardization is to facilitate CARS being more easily converted to TRIS at a later date. Thus far, the registry has input some 500 documents into CARS, using only basic information on the document such as document number, data, classification, title, addressee, originator, and copy numbers. The OF registry people pointed out features of the CARS system which did not appear to be "user friendly" and were assured that those features would not be incorporated into TRIS.

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